

***Filing Requirements for***  
**TREE REMOVAL PERMIT**

**A. PURPOSE**

The Tree Removal Permit process is an administrative process intended to allow the review and approval of permits to remove significant tree(s). This process is required prior to the removal by cutting down, poisoning, killing, destroying or otherwise causing the removal of any tree or community of trees pursuant to Section 12.32.030 of the Municipal Code.

**B. FILING REQUIREMENTS**

1. Uniform Application
2. Two (2) sets of submittal plans (see Section C)
3. Notice of Filing Form (see attached)
4. Filing Fees (see Fee Schedule attached to the Uniform Application)
5. Signed affidavit after posting of tree(s) (see attached)

**C. SUBMITTAL PLANS**

\_\_\_\_\_ 1. PLAN PREPARATION GUIDELINES

- \_\_\_\_\_ All plans shall be submitted on 8 ½ by 11" sheets of paper (or as approved by the Community Development Department).
- \_\_\_\_\_ All plans shall be clear and legible.

2. SITE PLAN

- \_\_\_\_\_ Location of property lines
- \_\_\_\_\_ Location of tree(s)
- \_\_\_\_\_ Location of existing or proposed structure and improvements
- \_\_\_\_\_ Type(s) of tree(s) to be removed
- \_\_\_\_\_ Circumference (measured 4 ½ feet above the ground) and height of tree(s) to be removed

3. DISPOSAL PLAN

The City encourages using felled wood in the most economically and environmentally beneficial manner possible. Possible economic uses of felled wood are: having wood planed by a portable wood miller into usable boards, selling marketable burls, or cutting into firewood. Composting or mulching of wood and branches is environmentally preferable to burning or landfilling. For more information on these options, contact Environmental Programs at 779-7247.

\_\_\_\_\_ Description of proposed method of tree disposal:

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**Tree Removal Permit**  
**AFFIDAVIT**

I hereby acknowledge that I am familiar with the Morgan Hill Significant Tree Ordinance (Chapter 12.32 of the Municipal Code). I hereby grant access to my property to the City staff to gain information that applies to this permit.

I hereby acknowledge that I have properly posted copies of this permit as required, and agree to leave these copies up for ten (10) consecutive days.

Permittee agrees to hold harmless the City of Morgan Hill, its officers, agents and employees from any liability or claims for damages on account of injury to any person, loss of life, or damages to property caused by or arising out of the activities authorized by this permit.

\_\_\_\_\_  
Applicant's signature

Date \_\_\_\_\_

**TREE REMOVAL INFORMATION**

Applicant:

Mailing address:

Phone number:

Location of tree(s):

Number of tree(s):

Type, circumference, and height of tree(s):

**FINDINGS:**

Signed:

Date:

\_\_\_\_\_  
Community Development Department

NOTICE OF FILING

for  
TREE REMOVAL PERMIT

A. PROCEDURE

This Notice of Filing shall be posted on the tree(s) proposed to be removed and in a location on the subject property clearly visible to the public. Additional information regarding the removal of this tree is on file with the Community Development Department at 17555 Peak Avenue, Morgan Hill, or may be obtained by calling 779-7248.

B. TREE REMOVAL INFORMATION

Reasons for removal of the tree(s): \_\_\_\_\_

\_\_\_\_\_

Type(s) of tree(s) to be removed: \_\_\_\_\_

\_\_\_\_\_

Circumference and height of tree(s) to be removed: \_\_\_\_\_

\_\_\_\_\_

C. TREE DISPOSAL INFORMATION

Please check all that apply. The following describes what is to happen to the tree(s) once removed:

\_\_\_ Planed by a portable wood miller into usable boards

\_\_\_ Cut and used as firewood

\_\_\_ Brought to a facility where the wood will be mulched or composted.

\_\_\_ Brought to a landfill

\_\_\_ Other

\_\_\_\_\_

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**COMMENTS CONCERNING THIS APPLICATION  
MUST BE DIRECTED TO THE  
COMMUNITY DEVELOPMENT DEPARTMENT  
AT 779-7248 OR 17555 PEAK AVENUE, MORGAN HILL  
NO LATER THAN \_\_\_\_\_(date)**

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